



COURT REPORTERS BOARD OF CALIFORNIA
2535 Capitol Oaks Drive, Suite 230
Sacramento, CA 95833
Phone (916) 263-3660 / fax (916) 263-3664
www.courtreportersboard.ca.gov



GUIDELINES FOR USING COMPUTER-AIDED TECHNOLOGY (CAT), AND WORD PROCESSING TECHNOLOGY FOR TRANSCRIPTION OF THE SKILLS PORTION OF THE CRBC EXAMINATION

In Setup Room

Examinees shall set up their computers and printers at the same times allowed for the setup of typewriters. Examinees shall be responsible for ALL of their equipment and its performance (as per Instructions to the Applicant found on the next page.) The Court Reporters Board shall supply space and seating and one electrical outlet to each exam applicant who has informed the Board in advance of the intention to use CAT, a computer, or a word processor for transcription of the skills examination. Computers may be set up and tested during the "equipment setup" period stated on the Final Notice of Examination mailed to each applicant approximately two weeks prior to the exam and then shall be shut off until time of transcription.

(If the applicant chooses to have a typewriter available in the event of computer problems, such equipment may be placed next to or in proximity to the computer setup as directed by Board staff. The backup typewriter shall be brought into the transcription room during the "equipment setup" period for their respective group.)

In the Dictation Room

Examinees may use manual or computerized writers for writing the exam. The applicant assumes full responsibility for operating their writer. In the event of mechanical failure, or disk error, applicants will be permitted to transcribe from their paper notes.

In the Transcription Room

Examinees shall turn on their computers and read the notes of the dictation into the computer via direct connection from their writer, disk or other specific means for that purpose. The writers then will be put away but will not be erased until completion of transcription.

After the data is transferred to the computer, NO FLOPPY DISKS shall be used in the transcription room. After the dictation is transcribed by CAT, only a printed transcript will be produced. The printed transcript and the paper notes will be collected, just as from all other examinees. CAT users will be permitted to print one rough draft, which rough draft must be torn in half in front of a proctor upon the completion of the final draft and placed in the manila envelope provided by the Board. (Students will be instructed to type "ROUGH DRAFT" as well as their ID # on page one and each succeeding page of the rough draft to avoid confusion.)

Upon completion of the examination, the applicant MUST erase all portions of the test from their writer, writer's disk, RAM memory, and computer file(s) in the personal presence of a proctor.



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***INSTRUCTIONS TO THE APPLICANT ***

RULES FOR USING CAT FOR THE CRBC EXAMINATION

1. All applicants choosing to use CAT technology or word processing technology to transcribe the skills portion will be required to read these rules and sign their agreement to the terms as prescribed. Return one original, signed copy to the Board office.
 - **EQUIPMENT:** Each candidate must provide their own equipment which shall be used strictly at the candidate's own risk. The Board will not provide any equipment on site.
 - Candidates will not be provided any instruction on how to operate their own equipment.
 - The Court Reporters Board of California and Department of Consumer Affairs assumes no responsibility should any equipment not perform properly or be dropped, stolen, knocked off a desk, etc.
 - All candidates' equipment must be clearly and visibly labeled with candidate's assigned identification at the time of setup prior to the exam.
 - If a candidate uses CAT and their writer does not use a disk, e.g., RAM memory or flash card memory, they must eliminate any jobs that may be in their writer's memory as the candidate will be asked to reformat their writer's memory after the exam. Failure to reformat a writer's memory will cause the candidate's writer to be impounded.
 - Candidates using CAT are responsible for providing ALL necessary equipment, including CAT writers, software, and hardware including; computers, security keys, printers, cables, extension cords (minimum 10-foot recommended), adapters and surge protector/power strips. Only one electrical outlet will be provided to each candidate.
 - Candidates using computers as a word processor, or a word processor, are responsible for providing all of their own equipment and only after receiving permission to take the skills portion via CAT, a computer, or a word processor and signing the agreement of understanding. Equipment includes monitors, hard drives, software, printers, keyboards, extension cords, surge protector/power strips and adapters.
 - Candidates using typewriters are responsible for providing all of their own equipment and may use an electronic spell-checker and/or a paper dictionary.

- Candidates are responsible for producing their own transcripts without assistance.
- In every sense, the machine skills test transcripts must be the work product of the individual candidate.
- Candidates must perform their own translating, editing and printing functions.
- All corrections to final transcripts must be typed; handwritten corrections will not be accepted.

ROUGH DRAFTS: The printing of one rough draft is permitted for this exam administration: however, the following rules apply:

- All rough draft pages must have the candidates exam ID # and the words “rough draft” typed on the top of each page.
- All rough draft copies must be torn in half before a proctor at the time the candidate turns in their final skills test transcript. The torn rough draft transcript must be placed inside the manila envelope along with the final transcript.

At this exam, there will be no shared printers.

Agreement of Understanding:

I, _____, have read the rules for using CAT technology or word processing technology at the CRBC Examination and I agree to comply with all rules and regulations as specified therein and hold the Board harmless from any results therefrom.

Signed this ____ day of _____, 2003

Signature

Print your name here

If you plan to use CAT, a computer, or a word processor at the CSR exam, please indicate the type of equipment you will bring: (check all that apply)

- Laptop
- Personal Computer
- Word Processor
- Printer
- Other (please explain) _____

***Applicant: Sign, date and return one original to the Board.
Do not return if you are ONLY bringing or renting a typewriter.***